



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**AMBASSADOR'S SPECIAL SELF-HELP FUND**  
**Helping Communities Help Themselves**

Dear Self-Help Fund Applicant:

Thank you for your interest in the Ambassador's Special Self-Help Fund. The purpose of the Ambassador's Special Self-Help Program (SSH) is to foster community self-reliance and demonstrate the American people's interest in the welfare of the community by extending assistance directly to Mozambican people at the local level rather than on a government-to-government basis. Projects selected for SSH funding are those that:

- Come primarily from community action, but can be sponsored and assisted by institutions, associations, government, or other sources outside the community; and
- Can be implemented quickly. The project must be completed within one (1) year.

The Special Self-Help Fund operates on a reimbursement basis. We are unable to advance funds to projects. Therefore, the organization must be able to spend its own money before requesting reimbursement. You have up to nine (9) months within which to make purchases and send the documentation for reimbursement of claims. This policy will be adhered to and after one year, all remaining funds will be withdrawn.

This program is highly competitive. Therefore, read the SSH guidelines carefully before applying. Applications will not be returned, so keep a copy for your records. Please provide all the requested information.

**HOW TO APPLY:**

Complete the SSH Application Form (pages 3 – 6) and Attach:

- a) Organization Registration
- b) Bank details
- c) Any additional information/literature about your organization and/or project
- d) Driving directions to the project site

**Deadline for receiving applications at the Self-Help Office: February 28, 2014.**

**NB: This grant is coming from the American people. The U.S. Government reserves the right to repossess any assets funded under this program and that are under threat of seizure for personal use or gain.**

## AMBASSADOR'S SPECIAL SELF-HELP FUND

*The American Embassy in Mozambique funds a variety of projects each year, with an objective to obtain geographical diversity in project selection. Projects for which women and girls are the primary beneficiaries are encouraged. Proposals may be submitted in **English or Portuguese**.*

***To be eligible for funding, your project must meet the following criteria:***

1. Improve the basic economic and social conditions of the village or community and should benefit the greatest number of people possible. We do not consider projects supporting individuals.
2. Projects must involve a significant self-help contribution of labor, material, and/or money freely given by members of the local community. This contribution should be an integral part of the project. Failure of the community to provide their stated contribution will result in immediate termination of the agreement. Contributions by government entities are not considered to be community contributions.
3. The maximum amount available for one SSH project is USD 10,000 (ten thousand U.S. dollars). SSH funds cannot be commingled with funds from other donors.
4. The community must be able to operate and maintain the project over its intended life. The U.S. Government's support for the project must be a one-time-only contribution.

***Elements of successful projects:***

1. Pre-established long-term goals and a coherent plan to keep the project running in the future;
2. Presence of a capable project manager who is a long-term resident in the community;
3. Assistance of a local NGO to provide guidance if needed;
4. Coordination and communication among the grant-recipient group, local leaders and local government representatives; and
5. Use of materials and supplies that can be maintained by the community and will not harm the environment.

***Examples of acceptable projects/expenditures:***

1. *Construction Projects* – these should serve a large community. Examples: community centers, classrooms, health facilities, and bridges.
2. *Water Supply and Sanitation Projects:*
  - a) Safe Water Access. Examples: well drilling, water harnessing, and expansion of water supply infrastructure and distribution systems.
  - b) Basic Sanitation. Examples: increased access to, and use of, sanitation services for safe waste disposal to protect human health and the environment.
3. *Durable Equipment*. Examples: stoves or refrigerators for schools or hospitals, washing machine for clinics, school desks, chairs, laboratory equipment, and library items.
4. *Income-Generating Projects*. Examples: weaving looms, tools for furniture making, rice-shelling machines, fishponds, poultry farms, oil presses, brick-making machines, tools for furniture making, and agri-business projects.
5. *Other* - environmental and wildlife conservation projects.

***Non-eligible Expenses:***

Religious, refugee, personal business, police or military projects; recurring expenses such as salaries, rent, or scholarships; motor vehicles; office supplies, sports equipment, drugs, fertilizers and pesticides; remodeling or renovation due to lack of maintenance, revolving loan funds and seed money. We do not provide money for allowances, overhead, or other administrative costs.

**U. S. AMBASSADOR'S U. S. AMBASSADOR'S COMMUNITY GRANTS FUND**  
**Application for Financial Assistance**

1. **Name of Project:** \_\_\_\_\_
2. **Type of Project:**  
Construction \_\_\_\_\_ Income Generating \_\_\_\_\_  
Environment \_\_\_\_\_ Water \_\_\_\_\_  
Equipment \_\_\_\_\_ Other (specify) \_\_\_\_\_
3. **Location of Project: Please include a small map/sketch showing exact location.**  
  
Province \_\_\_\_\_ District \_\_\_\_\_  
  
Locality \_\_\_\_\_
4. **Sponsoring Organization or Agency (if any):** \_\_\_\_\_  
\_\_\_\_\_
- 5a. **Project Contact** (This is usually the person who will serve as the Project Manager):  
  
Name: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
\_\_\_\_\_  
  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_
- 5b. **Will This Person Serve as the Project Manager?** Yes\_\_\_ No\_\_\_  
  
If Not, Who Will? \_\_\_\_\_  
  
Please include all contact information for the Project Manager. \_\_\_\_\_  
\_\_\_\_\_
6. **What Local Committee or Agency Will Supervise This Project?**  
\_\_\_\_\_
7. **Who Will Manage the Budget and Buy the Materials / Equipment?**  
  
Name & Organization: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- [illegible]

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- | Yes | No | If yes, Name the individual |
|-----|----|-----------------------------|
|-----|----|-----------------------------|

- 16. Total Contribution of Community: MT**

- 17. Materials and Services to be Financed by the Ambassador's Self-Help Fund:**  
Please quote actual prices at the time of application in **Meticais**. It may be helpful to consult vendors for accurate materials lists, quantities, and prices.\*

<u>Items (materials / services)</u>	<u>Quantity</u>	<u>Price per Item</u>	<u>Total Amount</u>

\*If you require additional space to list materials/services, do so on a separate attached page.

**Total Cost of Materials & Services - MT** \_\_\_\_\_

**18. Financial Calculations:**

**A. Value of Local Contributions: MT** \_\_\_\_\_  
(Bring forward the total from item 16)

**B. Cost of Other Materials and Services: MT** \_\_\_\_\_  
(The total from item 17 = amount requested from the Ambassador's SSH Fund)

**C. Total Cost of Project: MT** \_\_\_\_\_  
(A + B = Total Cost)

**D. Percent of Project Contributed by Community:** \_\_\_\_\_  
(A / C = %)

**19. Grant Request: MT** \_\_\_\_\_  
(Should equal total from item 17)

- 20. Please Enlist the Support of at Least Two Local Authorities.** (for example, Traditional Representative, District Administrator, Community Development Assistant, Member of Parliament, etc.) The authorities should be appropriate to the kind of project being proposed. These signatures indicate that the authorities:
- 1.) Are informed of the plans in this proposal;
  - 2.) Approve of these plans;
  - 3.) Attest that it is a valid plan put forward by a legitimate organization; and
  - 4.) Are pledging their support to the project.

**Local Authorities Recommending the Project:**

1.) **Name** (please print clearly) \_\_\_\_\_

**Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

2.) **Name** (please print clearly) \_\_\_\_\_

**Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Important:** Applicants are requested not to send their applications via multiple routes. In the interest of making the most cost-effective use of resources, only those whose proposals have been selected and approved for funding will be contacted. Applicants who do not receive any feedback from the Self-Help Office within three months should consider their applications unsuccessful.

**Send Application To:**

AMBASSADOR'S SPECIAL SELF-HELP FUND  
EMBASSY of the UNITED STATES of AMERICA  
193 Kenneth Kaunda Ave., P.O. BOX 783 MAPUTO

Or

By Fax: 21 49 38 57  
E-mail: Maputopoleconssh@state.gov